

Attachment C

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1. The photographing of documents to go into the  has been in process for many months with continual experimenting and testing of all equipment and all writing supplies, in order to obtain the very best possible results. The purpose of this Annex is to prescribe those materials and practices which this testing has shown will give the best and most uniform results. The Annex should be used as a guide for selection of supplies from the variety of similar items available from the Building Supply Office system.
2. Paper Stocks - All typewriter paper and carbon paper stocks give good results except:
  - (a) Colored tissue, used as the third (or more) copy.
  - (b) Lightweight, hard finish carbon paper. (Check the label on the box - Letterex one-time carbons are good.)
3. Pens and Pencils - In making notes on  copy material write in large, clearly formed letters with a sharp No. 2 pencil or blue or black fluid ink. (Avoid ball point pens. Although some ball point pens do produce good photographic copy, both good and bad pens are currently available under the same GSA procurement standards.)
4. Typewriter Ribbons -
  - (a) Although there is a variance in the quality of ribbons available, poor copy is generally the result of failure to change the ribbon in time or failure to clean the type. Caution typists to be aware of changes in ink density on the original copies and to change ribbons frequently.
  - (b) Clean the typewriters when the lower case "a", "e", or "s" shows the slightest sign of filling in.
5. Fresh Writing supplies - Some writing supplies such as ribbons and carbon paper deteriorate with age. The maintenance of fresh supplies is under continuing study by the Office of Logistics and any failure in this respect should be reported so that corrective action can be taken. Such a report should be addressed to Chief/OI/SD with an information copy

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6. Typewriters - Electric typewriters equipped with carbon paper ribbons give the most uniform results for photographic reproduction and should be used when available.



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